



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD SUPPORT COMMAND  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND, IL 61299-6500

REPLY TO  
ATTENTION OF:

AMSFS-CS

MAR 15 2006

MEMORANDUM FOR All AFSC/JMC Personnel

SUBJECT: Conference Attendance

1. This is an interim policy for conference attendance. Per HQ AMC, effective immediately all attendance to conferences which are either government sponsored or privately sponsored must be approved by the appropriate approval authority. The approval authorities are as follows:

- a. AFSC: Commanding General, Deputy to the Commander, Deputy Commander, and Chief of Staff.
- b. JMC: Commanding General, Deputy Commander, and Chief of Staff.
- c. AFSC and JMC Subordinate commanders.

2. A conference is defined as any official symposium, meeting, seminar, workshop, or assembly, whether classified or unclassified, sponsored by any government or private organization to resolve issues or exchange information.

a. Federal Government Conferences. Conferences that are solely planned and funded by a DoD activity or other Federal Agency. Enclosed is a list of Federal Government conferences authorized by the Commanding General, AMC. Attendance and support of these conferences must still be reviewed and approved.

b. Private Organization/Industry Conferences. Conferences hosted or sponsored solely or in part by a private organization.

3. Within HQ AFSC/JMC, responsibilities:

a. Employees will submit conference attendance requests through the Total Employee Development System (TED).

b. The Training and Development Division, G1, will submit approval requests to supervisors and directors.

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c. The HQ AFSC/JMC Directorate and Special Staff Chiefs are responsible for reviewing all conference requests from within their organization, determining if the conference is necessary, and explaining the direct benefit to the Federal Government.

4. For HQ AFSC/JMC personnel, the Training and Development Division, G1, will:

a. Coordinate all conference requests, regardless of cost, with the Office of Counsel.

b. Coordinate with the G-8, Cost, Systems, and Productivity Division, in developing a final recommendation to the Command Group.

c. Provide conference requests to the Command Group for approval/disapproval.

d. Notify employees of approval to attend conferences through TED.

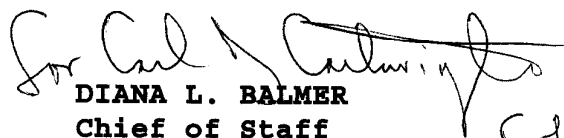
5. AFSC and JMC subordinate commands are responsible for establishing local controls, policies, and procedures that are consistent with the policy and guidance herein.

a. Approval authorities for AFSC Commanders are as follows: Commanding General, Deputy to the Commander, Deputy Commander, and Chief of Staff.

b. Approval authorities for JMC Commanders are as follows: Commanding General, Deputy Commander and Chief of Staff.

6. The POCs are Jesse Ivy, AMSFS-RMC, DSN 793-4587, or commercial (309) 782-4587 and Judy Marxen, AMSFS-HRT, DSN 793-7775 or commercial (309) 782-7775.

Encl

  
DIANA L. BALMER  
Chief of Staff  
Col, USA  
DCD

<b><u>DoD Conferences</u></b>	<b><u>Month</u></b>
Acquisition Senior Leaders Conf/AMC Commanders' Conf	Aug
AMC Commanders' Conference	Apr
AMC Continuing Legal Education Program	Jun
AMC Information Assurance Conference	Fall
AMC PARC Conference	Feb/Jun/Aug/Oct
AMC RM Conference	Nov
AMC Small Business Conference	Nov
AMC Unit Ministry Team Conference	Mar
AMC/DA Wide BRAC Conferences	Feb
AMC/PEO CSM/SGM/SEA ADV Conf	Mar-May
Army CIO Executive Board	4th Quarter
Army Contracting Intern Conference	May
Army DOIM Conference/Army Knowledge Management	Sep
Army Internal Review Training Symposium	Aug
Biennial Conference of Army Historians	Jul
DA Management Control Process Conference	Apr
DAELP	Recurring
DoD Procurement Conference	May
FCS Threat Conference	Jan
HQDA Worldwide IG Conference	Aug
Human Resources Worldwide Conference	Aug
Internal Review Steering Group (AMCIR)	Recurring
LOGTECH GO/SES	Recurring
MACOM Historians' Conference	Summer
Munitions Executive Summit	Feb
OSD Logistics Conference	Apr
OSD Maintenance Conference	Oct
Program Review	May
TACOM Logistics Symposium	Mar
Worldwide DA Public Affairs Conference	Mar